



**CITY OF LANSING DEPARTMENT OF HUMAN RESOURCES
POLICE RECRUIT TRAINEE SPONSORSHIP CHECKLIST**



***Failure to submit all required documents listed
may eliminate your application from further review.***

*** Police Recruit (Trainee) Sponsorship Applicants With No Prior Law Enforcement Experience or Certification:**

In addition to applying online you **MUST** also submit the documentation listed below:

- ☐ Birth Certificate (Photocopy)
- ☐ Driver's License (Photocopy)
- ☐ City of Lansing Background Check Authorization Form
- ☐ City of Lansing Police Department Certified-Non Certified Affidavit Form
- ☐ City of Lansing Education & Experience Questionnaire Packet (make sure it is notarized)
- ☐ Proof of registration / Copy of MCOLES Reading & Writing Test Scores
- ☐ Proof of registration / Copy of MCOLES Physical Agility Test Scores
- ☐ Proof of Receipt for request of Official College Transcripts
- ☐ MCOLES PT Screening Form (to be completed by your physician in order to take the MCOLES Physical Ability test)
- ☐ Copy of High School Diploma (if no college credits)
- ☐ Cover Letter & Resume
- ☐ Copy of DD-214 (for honorably discharged military veterans)
- ☐ Candidates must have a High School Diploma or GED **AND** at least (35) thirty five semester credits or a minimum of (52.5) fifty two point five term credits and a minimum of one (1) year or more equivalent life experience such as: employment, internships, coaching, and volunteerism when applying.
- ☐ Candidates who possess an Associate's Degree **MUST** also submit Official College Transcripts (Must be enclosed in a sealed envelope – mailed directly from the college to the City of Lansing Department of Human Resources, 8th floor, 124 W. Michigan Avenue, Lansing MI, 48933, Attn: Regina Wilson).
If you are unable to immediately provide college transcripts, a proof of request receipt from the college/university will be acceptable and **MUST** accompany the application packet.

Required documentation not attached to the City of Lansing online application may be MAILED to City of Lansing Department of Human Resources, 8th floor, 124 W. Michigan Avenue, Lansing, MI 48933, Attn: Regina Wilson

***Documentation can mailed to the City of Lansing Department of Human Resources, 124 W. Michigan Avenue, 8th floor, Lansing Michigan 48933, Attn: Regina Wilson or delivered in a sealed envelope to the Lansing City Hall Career Center Drop Box located on the 1st floor of the City Hall building at the computer station across from the security checkpoint.**

ALL Documentation MUST be postmarked by the application deadline